

Welcome!

What's New in
FY 2017?

CACFP

At-Risk Renewal Training

CACFP Renewal

What's new?

- o USDA meal pattern changes
- o Procurement requirements
- o Civil Rights
- o National Disqualified List
- o Application process

What to expect in FY 2017

- o New meal pattern goes into effect October 2017
- o We will be looking for procurements procedures, codes of conduct, and protest procedures on review
- o Applications will be submitted via email
- o Attend the main conference for FY 2018



USDA Food &
Nutrition Service
Child Nutrition
Programs

New Child and Adult
Care Food Program
Meal Patterns



Agenda

- ❖ Child and adult meal pattern
- ❖ Other Child Nutrition Programs
- ❖ Best practices
- ❖ Implementation plan



Regulation Process

Proposed Rule
published
1/15/15

Comment
period and
development
of final rule

Final Rule
published
April 25, 2016

Implementation
October 1, 2017



New Child and Adult Meal Patterns

Age Groups



Vegetables and Fruit

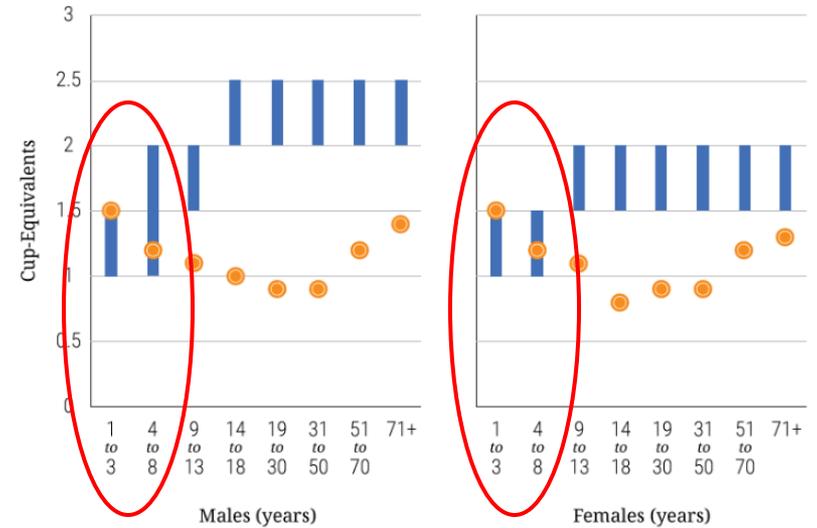
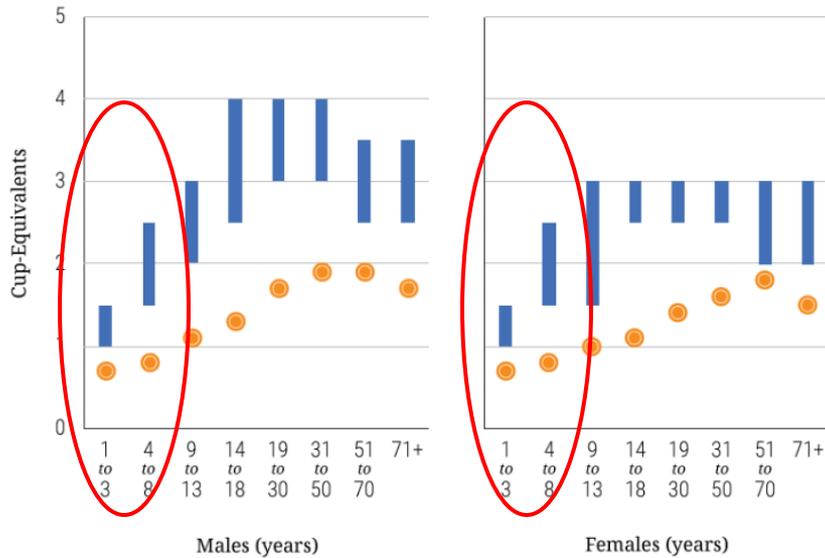
- o Creates a separate vegetable component and a separate fruit component



Vegetable and Fruit Consumption

■ Recommended Intake Ranges

● Average Intake



Vegetables and Fruit

- o Allows two vegetables at lunch and supper



Vegetables and Fruit

- Limits juice to once per day

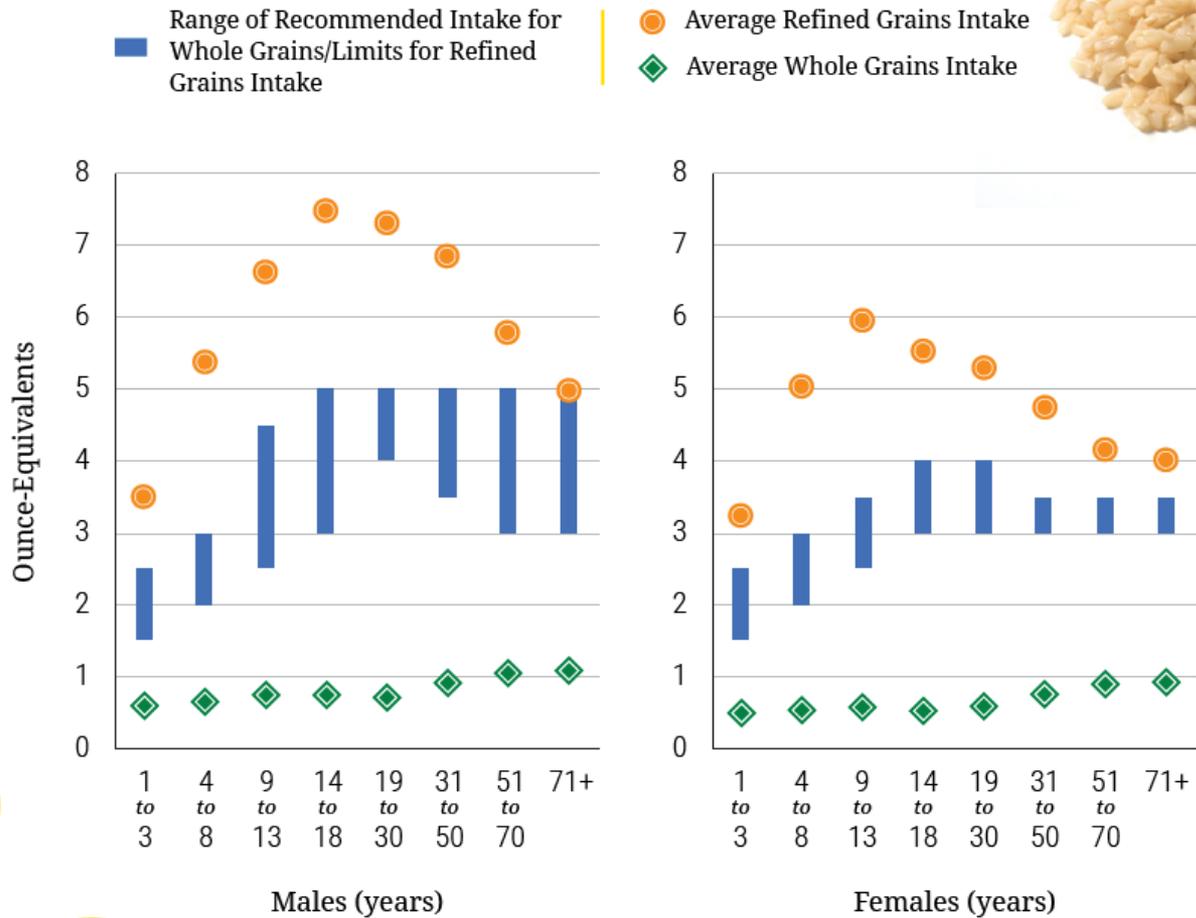


Grains

- o Requires at least one grain per day be **whole grain-rich**



Grain Consumption



Whole Grain-Rich

- ❖ Whole grain-rich = foods that contain **at least 50% whole grains** and the rest are enriched, or contain **100% whole grains**

Grains

o Disallows
grain-based
desserts

Section

3

Food Buying Guide for Child Nutrition Programs

Grains/Breads



- 3-1 Grains/Breads Component for the Child Nutrition Programs
- 3-1 Definitions
- 3-2 Examples of Foods That Qualify as Grains/Breads
- 3-3 I. Criteria for Determining Acceptable Grains/Breads
- 3-3 II. Steps in Determining Grains/Breads Creditability
- 3-7 Flow Chart for Determining Grains/Breads Creditability
- 3-8 III. Criteria for Determining Serving Sizes
- 3-13 Worksheet for Calculating Grains/Breads Contribution
- 3-15 EXHIBIT A
- 3-17 Factors Affecting Yields
- 3-17 Explanation of the Columns
- 3-18 Yield Data Table for Grains/Breads

Grains

- Breakfast cereals must contain **no more than 6 grams of sugar** per dry ounce



Grains

- Uses **ounce equivalents** to determine serving sizes for grains (starting October 1, 2019)



Meat and Meat Alternates



- o May substitute the **ENTIRE** grains component at breakfast a **maximum of three times per week**
- o Allows tofu

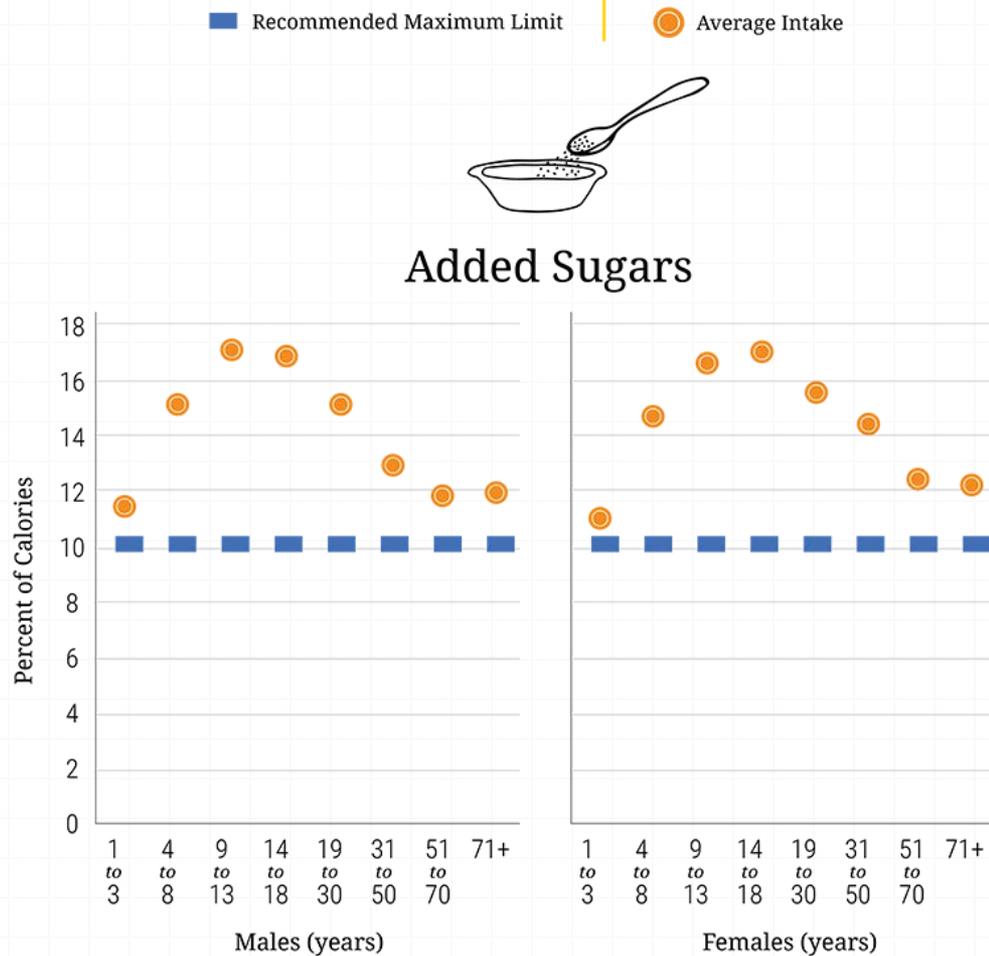


Meat and Meat Alternates

- o Yogurt must contain **no more than 23 grams of sugar** per 6 ounces



Added Sugar Consumption



Fluid Milk

- o **1 year old children:** whole, unflavored milk
- o **2 year olds and older and adults:** low-fat or fat-free milk
- o **Adults:** yogurt in place of milk once per day
- o Non-dairy beverages



Flavored Milk



Flavored Milk

Children 0
through
5 years old

❖ Prohibits flavored
milk

Children 6 years
old and older
and adults

❖ Recommends as a
best practice that
flavored milk
contain no more
than 22 grams of
sugar per 8 fluid
ounces



Food Preparation

- **Deep-fat frying** = cooking by submerging in hot oil or other fat



Additional Provisions



- ❖ Use of food and beverage for reward or punishment
- ❖ Offer and make water available

- ❖ Parent/guardian provided components
- ❖ Family style meals
- ❖ Offer vs. Serve



Other Child Nutrition Programs

Questions?



Best Practices

Best Practices: Vegetables and Fruit

- o Make at least one of the two components of snack a vegetable or a fruit
- o **Serve a variety** of fruits and choose whole fruits (fresh, canned, frozen, or dried) more often than juice (New)
- o Provide at least one serving of each vegetable subgroup per week (Modified)



Best Practices: Grains

- Provide at least **two servings** of whole grain-rich grains per day



Best Practices: Meat/Meat Alternates



- Serve only lean meats, nuts, and legumes
- Limit serving processed meats to no more than one serving per week
- Serve only natural cheeses and **choose low-fat or reduced-fat** cheese
(Modified)

Best Practices: Milk

- o **Serve only unflavored milk.** If flavored milk is served to children 6 years old and older, or adults, select and serve flavored milk that contains no more than 22 grams of sugar per 8 fluid ounces (Modified)
- o **Serve water** as a beverage when serving yogurt in place of milk for adults (New)



Additional Best Practices

A photograph of a garden with a wooden sign that says "KALE" and a white sign with the number "9". The background is a lush green garden with various plants.

- ❖ Incorporate **seasonal and locally** produced foods (New)
- ❖ Limit **purchased pre-fried** foods (Modified)
- ❖ Avoid non-creditable foods that **sources of added sugars** (New)
- ❖ **Offer and make water available** to adults (New)

Implementation plan

Getting From Here to There ...

- o CACFP Meal Standards Webpage
- o Policy Guidance
- o Team Nutrition Resources
- o Training for State Agencies > Sponsors



How To Apply

- > [Contact State Agency](#)
- > [Income Eligibility](#)
- > [Reimbursement Rates](#)

Browse by Subject

- > [Federal Register Documents](#)
- > [Legislation](#)
- > [Policy](#)
- > [Paperwork Reduction](#)
- > [Press Releases](#)
- > [Regulations](#)
- > [Guidance and Resources](#)
- > [CN Labeling](#)
- > [Food Safety](#)
- > [Research & Reports](#)
- > [Disaster Assistance](#)

Other Resources

- > [Capacity Builder Map](#)
- > [CACFP Handbooks](#)
- > [CACFP Meal Patterns](#)
- > [School Meals](#)
- > [Summer Meals](#)
- > [Team Nutrition](#)
- > [Meal Benefit Forms](#)



Child and Adult Care Food Program (CACFP)

Print



CACFP provides aid to child and adult care institutions and family or group day care homes for the provision of nutritious foods that contribute to the wellness, healthy growth, and development of young children, and the health and wellness of older adults and chronically impaired disabled persons.

Through CACFP, more than 3.3 million children and 120,000 adults receive nutritious meals and snacks each day as part of the day care they receive.

See how CACFP can make a difference in the quality of your program! Whether you are a provider in your home, at a day care center, in an afterschool care program, or in an emergency shelter, you will find many useful resources for serving nutritious meals and snacks.

▪ **Tell me about CACFP**

Here's an overview of how CACFP fits into the FNS safety net to improve access to food and a healthful diet.

- [At-risk Afterschool Care Centers](#)
- [Adult Day Care Centers](#)
- [Child Care Centers](#)
- [Day Care Homes](#)
- [Emergency Shelters](#)

▪ **Contact your State agency**

CACFP is a federally-funded program administered by States. Contact your State agency to apply, find a day care home sponsor, or locate a facility that participates.

▪ **How to manage CACFP**

Find all of the basic information you need for participating in CACFP, including legislation, regulations, policy, meal requirements, and reimbursement rates.



How To Apply

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Child and Adult Care Food Program (CACFP) [Print](#)

Nutrition Standards for CACFP Meals and Snacks



Centers and day care homes offering meals through the Child and Adult Care Food Program (CACFP) play a critical role in supporting the wellness, health, and development of children, older adults, and chronically impaired disabled persons through the provision of nutritious foods. Child care providers, in particular, have a powerful opportunity to instill healthy habits in young children that serve as a foundation for healthy choices in life.

Through the [Healthy, Hunger-Free Kids Act](#), championed by the First Lady and signed by President Obama, USDA made the first major changes in the CACFP meals and snacks since the Program's inception in 1968, which will help ensure children and adults have access to healthy, balanced meals and snacks throughout the day. The new CACFP nutrition standards will help safeguard the health of children early in their lives and improve the wellness of adults.

Under the new CACFP nutrition standards, meals and snacks served will include a greater variety of vegetables and fruit, more whole grains, and less added sugar and saturated fat. In addition, the standards encourage breastfeeding and better align the CACFP with the [Special Supplemental Nutrition Program for Women, Infants, and Children \(WIC\)](#) and with other [Child Nutrition Programs](#).

The new standards for meals and snacks served in the CACFP are based on the [Dietary Guidelines for Americans](#), science-based recommendations made by the National Academy of Medicine, cost and practical considerations, and stakeholder's input. These improvements are expected to enhance the quality of meals served in CACFP to help young children learn healthy eating habits early on in their lives and improve the wellness of adult participants.

USDA is providing guidance, resources, best practices, and training for CACFP centers and day care homes to support them in providing healthy, balanced meals and snacks to the children and adults they serve.

Nutrition Standards

New Meal Standards

The updated meal standards for the CACFP are available for public inspection and will be published in the Federal Register on Monday, April 25, 2016. CACFP centers and day care homes must comply with the new meal standards by October 1, 2017.

Nutrition Standards

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Regulations

- [Child and Adult Care Food Program: Meal Pattern Revisions Related to the Healthy, Hunger-Free Kids Act of 2010, Final Rule](#)
-- [Press Release](#)

One-Page Summaries of the New Meal Standards

- [Infants](#)
- [Children and Adults](#)
- [Best Practices](#)

New Meal Standards Charts

- [Infants](#)
- [Children](#)
- [Adults](#)

Previous Meal Standards

CACFP centers and day care homes may continue to comply with the earlier meal standards as they transition to the new meal standards. However, all aspects of meals served through the CACFP must meet the new standards no later than October 1, 2017. Information on the previous meal standards can be found at the links below.

Previous Meal Standards Charts

- [Infants](#)
- [Children](#)
- [Adult](#)

[Previous Regulations](#)

Guidance and Technical Assistance

- [Nutrition and Wellness Tips for Young Children](#)
- [Feeding Infants: A Guide for Use in the Child Nutrition Programs](#) (currently being revised to reflect new infant meal standard requirements)
- [Local Foods and Related Activities in the Child and Adult Care Food Program](#)
- [Team Nutrition Resource Library](#)
- [Healthy Meals Resource System](#)
- [MyPlate](#)

Policy Guidance

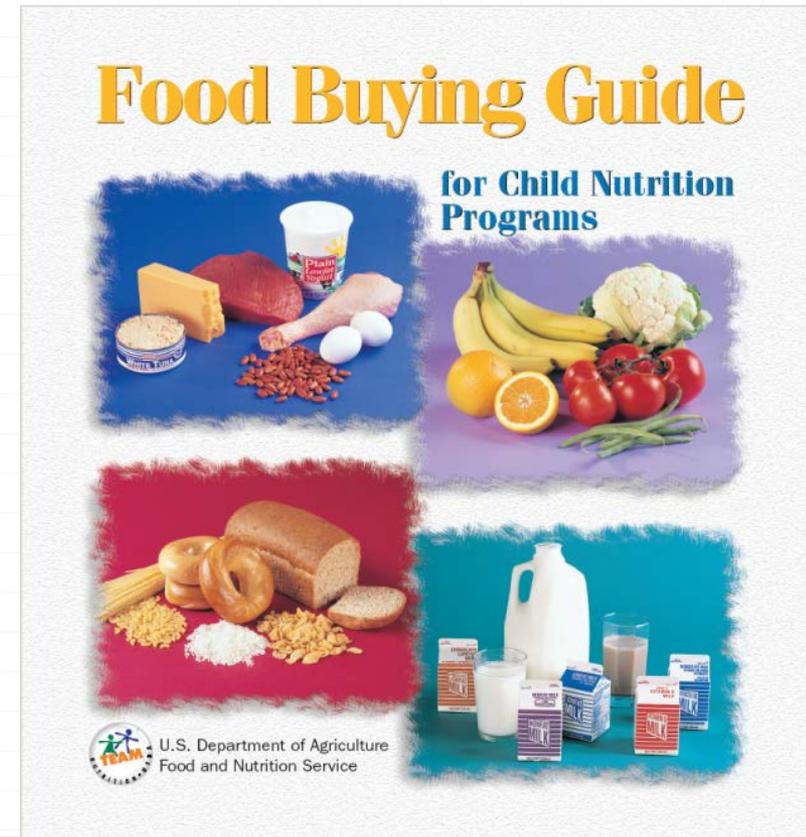
Timeline	Policy Guidance	Description
Late Spring/ Early Summer 2016	Best Practices	Outline best practices and provide tips, resources on how to implement them
	Grain Requirements	<ul style="list-style-type: none">• Whole grain-rich criteria• Definition of grain-based dessert• Breakfast cereal sugar limit
	Milk Requirements	<ul style="list-style-type: none">• Requirements by age group• Non-dairy milk substitutes
Summer 2016	Introduction of Solid Foods	Guidance and best practices for introducing solid foods to infants
	Offer Versus Serve (OVS)	<ul style="list-style-type: none">• OVS requirements• OVS vs. Family style meals

Policy Guidance

Timeline	Policy Guidance	Description
Fall 2016	Q & As	Compilation of Q & As received
	Vegetables and Fruit	<ul style="list-style-type: none">• When two vegetables may be served• Juice limit
	Tofu	Crediting of tofu and soy food products
	Water	Water requirement and tips for compliance
Winter 2016-2017	Meals for 13-18 year olds	Recommended meal pattern modifications for 13- 18 year olds
	Parent/guardian provided components	Guidance on when a parent/guardian may provide a meal component

Technical Assistance Resources

- ❖ Food Buying Guide
- ❖ Resources in **English and Spanish**
- ❖ Multi-cultural recipes



Questions?





Veronica Cramer
602-364-1965

CACFP Procurement and Catering Contracts

Procurement Regulations

Regulations are found in 7 CFR Part 226 and
2 CFR Part 200.317-326.

(Parts 3016 and 3019 have been superseded by 2 CFR Part
200)

supplies

food

equipment

other services

Written Procurement Plan

Child and Adult Care Food Program Procurement Policies and Procedures

All procurement of food, supplies, goods, and other services with Program funds by sponsors must comply with procurement standards prescribed in Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations located at 2 CFR Part 200 as well as 7 CFR Part 225. Procurement standards are specifically located in 7 CFR Part 225.17 and 2 CFR Part 200.317-326. (Note: Parts 3016 and Part 3019 have been superseded by 2 CFR Part 200 as adopted and supplemented by USDA in 2 CFR Part 400 for the SFSP and other Child Nutrition Programs.)

The State agency can provide more detailed information since, in addition to complying with the minimum Federal standards, sponsor purchases may have to meet more restrictive State and local standards, as well as special procurement requirements that may be established by the State agency, with approval of FNS, to prevent fraud, waste, and Program abuse.

The _____ will purchase food, supplies, equipment,
SPONSORING ORGANIZATION

and other items for use in the Child and Adult Care Food Program in compliance with USDA and Federal Assistance Regulations, which implement OMB Circular A-102, and the State of Arizona Procurement Standards and Guidelines by using procedures outlined in this plan for Federal grant funds.

METHODS OF PROCUREMENT

A. Micro-Purchase (Purchases between \$0-\$3,500)

2 CFR Part 200 implemented a new micro-purchase threshold for the purchase of supplies or services, the aggregate amount of which does not exceed \$3,500.

Procurement Plan Details

- o Policies and Procedures
 - o Methods of Procurement
 - o Record Retention
 - o 3 years plus the current year
- o Procurement Ethics
 - o Written Code of Conduct
- o Sample Documents

Procurement Standards

Why Procure?

- Obtain goods and services efficiently and economically
- Comply with Federal, State, and Local regulations
 - Prevent fraud, waste, and abuse
- Maximum open and free competition

What method do I use?

2 CFR 200.320

Methods:

1. Micro-Purchase
2. Small Purchase
3. Sealed Bids
4. Competitive Proposals
5. Non Competitive Proposals

Micro-Purchase

- o Aggregate value does not exceed \$3,500**
- o Distributed equitably among qualified suppliers**
- o No quotes required**
- o Price must be reasonable**

Micro-Purchase Q & A

1. What is meant by “aggregate dollar value”?

The value of products or services (similar or dissimilar purchased at once as a single, collective unit) in a single transaction.

2. Does “aggregate” limit competition when soliciting for a prime vendor?

This would only effect soliciting for a prime vendor if the program operator determines that consolidating or breaking out procurements results in a more economical purchase 2 CFR 200.318(d).

Micro-Purchase Q & A

3. What is considered a transaction?

An occurrence in which two or more entities exchange goods, services or money between or among them.

Examples:

1. A program operator purchases computer paper, ink cartridges, paper towels, and cleaning supplies from the same supplier at the same time. That would be a single transaction. If the cost of the purchase does not exceed \$3500, the transaction would be considered a micro-purchase.
2. A program operator makes the following purchases on the same day at two separate locations: computer paper and ink cartridges at a retail office supply store, and paper towels and cleaning fluids at a different retail store. Each purchase is considered a separate transaction made from different suppliers. Neither supplier is involved with the other. Both transactions would be considered micro-purchases, as long as the total for each is under \$3500.

Micro-Purchase Q & A

4. What is meant by distributing micro-purchases equitably among qualified suppliers and “spreading the wealth”?

Program operators using the micro-purchase method may not always purchase from only one source; rather purchases must regularly be made using available qualified sources. This provides qualified sources the opportunity for business or “spreading the wealth.”

Example: A program operator buys computer paper, valued at \$1000. This qualifies as a micro-purchase. Your written procurement procedures must include a procedure that such purchases must be rotated among qualified suppliers (different stores).

Micro-Purchase Document

SAMPLE – CACFP Micro Purchase Document			
Date: 01/18/17		For Purchases between \$0-\$3,500	
Purchase Amount: \$2115.00 Average Monthly Purchase			
Type of Items Compared:	Stores Surveyed:	Quote Amounts:	Store Awarded - Yes or No:
CACFP Food	1. ABC Grocery	\$2,034.89	Yes – reasonable
CACFP Operational Supplies		\$579.14	Yes – reasonable
CACFP Food	2. Your Corner Store	\$2,089.23	Yes – reasonable
CACFP Operational Supplies		\$542.27	Yes – reasonable
CACFP Food	3. Produce and More 4 U	\$2,092.63	Yes - reasonable & best produce
CACFP Operational Supplies		\$572.98	Yes – reasonable & best produce
CACFP Food	4. Juniors Fine Foods and Catering	\$4,058.02	No – prices not comparable
CACFP Operational Supplies		\$728.33	No – prices not comparable
Totals:			
Notes and Reasons for Award or Non Award: Stores 1- 3 have comparable pricing. We will rotate our purchases equitably			

Small Purchase

- **Aggregate value is between \$3,500 and \$150,000**
- **Obtain quotes**
 - **Email, catalog, website, telephone, oral**
- **More than one qualified source**
- **Document, document, document**

Small Purchase Document



CACFP Small Purchase Document			
Date:		Purchases between \$3,500-\$150,000, or the most restrictive threshold	
Purchase Amount:			
Type of Items Compared:	Stores Surveyed:	Quote Amounts:	Store Awarded - Yes or No:
Totals:			
Notes and Reasons for Award or Non Award:			

Large Purchase

- Aggregate value is over \$150,000
- More than one qualified source
- Sealed Bids
 - **Firm, fixed-price**
 - **Lowest responsible and responsive bidder**
- Competitive Proposals
 - **Fixed-price or ~~Cost-reimbursable~~**
 - **Written evaluation**
 - **Awarded to most advantageous to sponsor**
- Publically advertised

Noncompetitive Proposal

- Procurement through solicitation of a proposal from only one source
- May be used when:
 - **Item available from only one source**
 - **Public exigency or emergency – delay not permitted resulting from solicitation**
 - **Authorized by FNS or State agency based on written request**
 - **After solicitation from a number of sources, competition is deemed inadequate**

Catering Contracts

All contracts with a vendor must be approved by ADE

- o ***Small purchase*** contract agreements (under \$150,000)
 - o Each contract agreement must be reviewed annually
 - o Small purchase contracts should be for one year
 - o Turn in a signed and completed copy for approval
 - o Make sure to fill in all information
 - o Contract dates between **October 1 – September 30**
 - o Sponsor must receive approval of the contract agreement before food operations begin

Catering Contracts

- *Large purchase* contract agreements (over \$150,000)
 - Mandatory training
 - Solicitation documents
 - RFP, Evaluation Rubric
 - ADE Approval, Public release
 - Evaluation Committee
 - ADE Approval of Selected Proposal, Notification
 - Contract duration – one year with 4 renewals

Review -

- o Decide what material, product, or service you need to procure
- o Determine the amount of the contract for your material, product, or service
- o Conduct proper procurement based on the information

Questions

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Contracts Management Officer

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Civil Rights Requirements

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602-364-1965

Goals Of Civil Rights

- ◆ *Equal treatment* for all applicants and beneficiaries
- ◆ *Knowledge* of rights and responsibilities
- ◆ *Elimination of illegal barriers* that prevent or deter people from receiving benefits
- ◆ *Dignity and respect for all*

What is Discrimination?

The act of distinguishing one person or group of persons from another

intentionally,

by neglect, or

by the effect of actions or lack of actions based on their protected classes.

What Is a Protected Class?

Any person or group of people who have characteristics for which discrimination is prohibited based on a law, regulation, or executive order.

Discrimination = Four D's

Denied benefits or services

Delayed receiving benefits

Treated **Differently** than others

Given **Disparate** treatment

Components of Civil Rights Compliance

- ◆ Public Notification
- ◆ Outreach and Education
- ◆ Racial/Ethnic Data Collection
- ◆ Language Assistance
- ◆ Complaint Procedures
- ◆ Technical Assistance and Training
- ◆ Customer Service

Public Notification



Public Notification

Must include information on:

- Eligibility
- Benefits & Services (i.e. free or reduced price meals)
- Program availability
- Applicant rights and responsibilities
- Procedures for filing a complaint
- Non-discrimination policies
- Any programmatic changes (i.e. changing location of a meal site)

Methods of Public Notification

- o Public Release **(required)**
- o Post “And Justice for All” Poster **(required)**
- o Other methods of public notification (optional):

“And Justice for All” Poster

- Display in a prominent areas where participants and potential participants have access
 - Examples: cafeteria/food service area, office, parent bulletin board
- Must be posted at every site
- Must be 11” x 17” format



In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information is available in languages other than English.

To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

fax:
(202) 690-7442; or

email:
program.intake@usda.gov.

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Las personas discapacitadas que requieran medios alternos para que se les comunique la información de un programa (por ejemplo, braille, letra agrandada, grabación de audio, lenguaje de señas estadounidense, etc.) deberán comunicarse con la agencia estatal o local responsable de administrar el programa o el TARGET Center del USDA al (202) 720-2600 (voz y TTY) o comunicarse con el USDA a través del Servicio Federal de Transmisión de Información al (800) 877-8339. La información del programa también está disponible en otros idiomas además del inglés.

Para presentar una queja por alegada discriminación, complete el formulario de quejas por discriminación del programa del USDA, AD-3027, que podrá encontrar en línea en http://www.ascr.usda.gov/sites/default/files/docs/2012/Spanish_Form_508_Compliant_6_8_12_0.pdf o en cualquier oficina del USDA o escriba una carta dirigida al USDA que incluya toda la información solicitada en el formulario. Para solicitar una copia del formulario de presentación de quejas, comuníquese al (866) 632-9992. Envíe su formulario o carta completos al USDA por

correo:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

fax:
(202) 690-7442; o

correo electrónico:
program.intake@usda.gov.

Esta institución ofrece igualdad de oportunidades.

www.azed.gov/health-nutrition/civil-rights

Arizona
Department of Education

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SEARCH

HOME | ALL PROGRAMS | STAFF DIRECTORY | CONTACT ADE | FAQ | SCHOOL REPORT CARDS | COMMON LOGON | ADECONNECT

HEALTH & NUTRITION SERVICES

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HNS PROGRAMS

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You are here: Home / Civil Rights

Civil Rights

In the operation of the Child Nutrition Programs, no individual in the United States shall solely by reason of his or her race, color, national origin, sex, age, or disability, be excluded from the participation in, denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

- Civil Rights Pre-Award Compliance
- Civil Rights Compliance for NSLP

AND JUSTICE FOR ALL

Hot Topics

Event Registration

Financial Info

FAQ

Civil Rights

Contact Us

Outreach and Education



Outreach and Education

- ◆ You want to reach as many potential children as possible.
- ◆ You want to ensure program access.
- ◆ You need to pay attention to under-represented groups.
- ◆ Include the required nondiscrimination statement on all materials that mention or imply CACFP and/or USDA programs (including web sites, posters, and informational materials).
- ◆ When using graphics, reflect diversity and inclusion.



Required Non-Discrimination Statement Language

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Required Non-Discrimination Statement Language

If the material or document is too small to permit the full statement (previous slide) to be included, the material MUST, AT A MINIMUM, include:

“This institution is an equal opportunity provider.”

Racial/Ethnic Data Collection



Why do I have to collect racial and ethnic data?

Racial/ethnic data is used to determine how effectively your program is reaching potentially eligible children and where outreach may be needed.

Collecting and Recording Participation Data

- o Establish a system

- o Program applicants

- o Data collectors

Data Collecting and Reporting

Collect ethnic data first, then racial data

1. Ethnicity categories:

- o Hispanic or Latino
- o Non-Hispanic or Non-Latino

2. Racial categories (instructions should specify “mark one or more”)

- o American Indian or Alaskan Native
- o Asian
- o Black or African American
- o Native Hawaiian or other Pacific Islander
- o White

Obtain racial/ethnic data through:

**Voluntary self-identification or self-reporting
(*preferred method*)**

OR

**If a household chooses not to provide racial/ethnic
information:**

- Visual identification
- Personal knowledge, records or other documentation

Language Assistance



Limited English Proficiency (LEP)

Definition:

Individuals who do not speak English as their primary language and have limited ability to read, speak, write, or understand English.

Limited English Proficiency (LEP)

- ◆ Interpreters:
 - ◆ Children should not be used
 - ◆ Volunteers may be used, but make sure they understand interpreter ethics – particularly confidentiality!

- ◆ Resources:
 - ◆ Share resources to save money
 - ◆ Language line phone services

Complaint Procedures



Handling Civil Rights Complaints

Sponsors are required to develop and implement a written procedure to handle any discrimination complaint that may be received

Right to file

Registering a complaint

Handling Civil Rights Complaints

- ◆ Complaints can be written or verbal
- ◆ Anonymous complaints should be handled as any other complaint
- ◆ All verbal or written complaints must be forwarded to the ADE or Civil Rights Division of USDA Food and Nutrition Service.
- ◆ Document all potential complaints in a *Civil Rights Complaint Log*
- ◆ Have a central location where the *Civil Rights Complaint Forms* and *Civil Rights Complaint Log* will be kept

The following information should be included in a Civil Rights Complaint

1. Name, address, phone number of complainant, if provided (not required)
2. Specific name and location of entity delivering the benefit or service
3. The nature of the incident, action, or method of administration that led the complainant to feel discriminated against

The following information should be included in a Civil Rights Complaint

4. The basis on which the complainant feels discrimination exists (race, color, national origin, sex, age, or disability)
5. The names, titles, and business addresses of persons who may have knowledge of the discriminatory action
6. The date(s) during which the alleged discriminatory actions occurred, or if continuing, the duration of such actions

Technical Assistance and Training



Civil Rights Training for Agency Staff

- ◆ All staff who work with the CACFP must receive training on all aspects of civil rights compliance annually.
- ◆ Topics:
 - What is Discrimination?
 - Collecting/recording racial/ethnic data
 - Where to display posters
 - What is a Civil Rights complaint
 - How to handle a Civil Rights complaint
- ◆ Retain records of the people who received civil rights training.

Customer Service



Customer Service

- o All participants must be allowed equal opportunities to participate in Child Nutrition programs regardless of race, color, national origin, sex, age, or disability.
- o All participants must be treated in the same manner (i.e. seating arrangements, serving lines, services and facilities, assignment of eating periods, methods of selection for application approval processes).

Civil Rights Summary



Summary:

Civil Rights “Must Do List”

- ✓ Provide CACFP in a nondiscriminatory manner
- ✓ Offer meals to all children and meal substitutions to participants with disabilities
- ✓ Prominently display the “*And Justice for All*” poster
- ✓ Annually complete the Civil Rights Data Collection Form

Summary:

Civil Rights “Must Do List”

- ✓ Include the non-discrimination statement on all materials available to the public which mention USDA and/or CACFP, including websites
- ✓ Provide informational materials in the appropriate translation
- ✓ Train staff annually and complete a training form

Summary:

Civil Rights “Must Do List”

- ✓ Develop & fully implement your Civil Rights Complaint Procedure
- ✓ Make forms available to all staff: Civil Rights complaint forms, Civil Rights log and Civil Rights complaint procedure
- ✓ Refer all Civil Rights complaints to ADE or USDA

Questions?

Contact:

Veronica Cramer

602-364-1965



The National Disqualified List

Gaining
Access

Gaining Access

o Sponsoring organizations need eAuth level one clearance

An account with Level 1 access allows the user to enter USDA Web site portals and

applications that have been determined to have minimum security requirements or

restrictions.

Note: Level 1 access is limited to certain areas of the USDA agency websites and does not

allow you to conduct official electronic business transactions with the USDA via the internet

Link to the eAuthentication Page



eAuthentication



[Home](#) | [About eAuthentication](#) | [Help](#) | [Contact Us](#) | [Find an LRA](#)

You are here: eAuthentication Home

Quick Links

- ▶ [What is an account?](#)
- ▶ [Create an account](#)
- ▶ [Update your account](#)

Administrator Links

- ▶ [Local Registration Authority Login](#)

eAuthentication Home

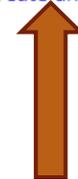
Welcome

USDA eAuthentication is the system used by USDA agencies to enable customers to obtain accounts that will allow them to access USDA Web applications and services via the Internet. This includes things such as submitting forms electronically, completing surveys online, and checking the status of your USDA accounts.

Please note that USDA will only accept eAuthentication Accounts from individuals.

Currently USDA eAuthentication does not have the mechanism to issue accounts to businesses, corporations or other entities.

To apply for a USDA eAuthentication Account, please visit the [Create an Account](#) Page.



Create an Account

Quick Links

- [What is an account?](#)
- [Create an account](#)
- [Update your account](#)

Administrator Links

- [Local Registration Authority Login](#)

You are here: [eAuthentication](#) > Account Creation

Create an Account - Getting Started

USDA Federal Employees, Contractors, & Affiliates

If you are a USDA Federal Employee, Contractor, or Affiliate of the USDA, you must register for a USDA Internal Account.

[Register for an Internal Account](#)

USDA Customers - What Level of Access Do You Need?

Request Level 1 Access to:

- Visit a USDA web page that indicates a Level 1 account is necessary
- Obtain general information about the USDA or its agencies
- Participate in public surveys for a USDA agency

[Register for a Level 1 Account](#)

Request Level 2 Access to:

- Submit official business transactions via the Internet
- Enter into a contract with the USDA
- Submit forms or applications for the USDA via the Internet

[Register for a Level 2 Account](#)

Changing from Level 1 Access to Level 2 Access

If you already have a Level 1 account and require Level 2 access:

1. Log into your profile
2. Fill in and submit the required information
3. Visit your Local Registration Authority (LRA)

[Log into Your Profile](#)



Create an Account

Quick Links

- ▶ What is an account?
- ▶ Create an account
- ▶ Update your account

Administrator Links

- ▶ Local Registration Authority Login

You are here: [eAuthentication](#) > [Account Creation](#) > [Account Request Form](#)

Register for Your Account - Level 1

Form Approved OMB No. 0503-0014

Step 1 of 4 - Level 1 Access Account Registration

USDA customers should complete the information below to create a USDA eAuthentication account. Please read the eAuthentication [Privacy Act Statement](#) and [Public Burden Statement](#) for more information on how your personal information will be protected.

All required fields are **red** and marked by an asterisk (i.e. *). Enter your first and last name exactly as it appears on your Government issued photo ID (e.g. state driver's license).

Note: The characters < > ^ | are not allowed on this form.

User Information

Required Field*

First Name*

Middle Initial

Last Name*

Contact Information

Email*

Confirm Email*

Login Information

User ID*

Password*

Confirm Password*

Security Questions

Please select and answer four distinct questions from the selections below. This information will be used to validate your identity if you forget your password. Each question may only be used once. For additional assistance, click the [?](#) above.

- 1*
- 2*
- 3*
- 4*

Continue

Be sure to provide all the required information and complete all 4 steps

Confirm Account

o Confirmation

Within seven (7) days, you will then receive a confirmation email from the USDA asking you to respond to the email to confirm your account. If you do not respond to the email asking you to confirm your account within seven (7) days, you will have to restart the registration process by creating another profile and will need to select a new User ID. Once you have confirmed your online registration, you will have immediate access to USDA portals and applications that accept accounts with Level 1 access.

National Disqualified List

- Enter the username and password you created when requesting level one access

Link to the NDL login:



Welcome Screen



Welcome To The National Disqualified List Application

Today's Date: Mon Feb 01, 2016 08:29:49 CST

Please select the desired feature from the menu on the left.

Welcome Sponsoring Organization user.

Current Disqualifications

› Disqualified Individuals List

› Disqualified Institutions List

Search

› Search Individual

› Search Institution

› Bulk Search Individual

› Bulk Search Institution

Introduction

Section 243(c) of Public Law 106-224, the Agricultural Risk Protection Act of 2000, amended § 17(d)(5) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1766 (d)(5)(E)(i) and (ii)) by requiring the Department of Agriculture to maintain a list of institutions, family day care home providers, and individuals that have been terminated or otherwise disqualified from Child and Adult Care Food Program (CACFP) participation. The law also required the Department to make the list available to State agencies for their use in reviewing applications to participate and to sponsoring organizations to ensure that they do not employ as principals any persons who are disqualified from the Program. This statutory mandate has been incorporated into § 226.6(c)(7) of the CACFP regulations.

Functions



Six Options are available:

The first two options allow the user to view the disqualified individual list and the disqualified institution list.

The second two options allow the user to conduct a search of a specific individual or institution using specific criteria.

The third two options allow the user to conduct bulk searches for disqualified individuals and institutions.



Questions





Application Process

Emailed Submissions

What's New in
FY 2017?

FY 2017 Application Process

- Renewal applications for FY 2017 are due October 1, 2016. Applications can be submitted early. Remember that applications are reviewed in the order in which they are received.

NEW!

- **Renewal applications will no longer be submitted by mail or delivered to the ADE office.**

Application and Resource Materials

- The application checklist and a few of the required forms have been converted to fillable PDF forms. Therefore, all applications are to be submitted to the ADE via the CACFP inbox, CACFP@azed.gov
- When emailing the information, please type the name of the organization in the subject line and FY 2017 Renewal. Attach the requested fillable and non-fillable forms to the email. Ensure that the file names match the name of the document as it is listed on the FY2017 Renewal Application Checklist. You may need to send multiple emails.
- **Examples of non-fillable forms:** organization chart, outside employment policy etc.

Application Website

o <http://www.azed.gov/health-nutrition/2017-cacfp-renewal/>

Application Website

HEALTH & NUTRITION SERVICES

Home | Child/Adult Care | School Nutrition Programs | School Health Programs | School Food Programs | Summer Food | Memos | % Free/Reduced

You are here: Home / Child and Adult Care Food Program (CACFP) / 2017 Child and Adult Care Food Program Renewal

2017 Child and Adult Care Food Program Renewal



FY2017 Renewal Application Process

NOTE: DO NOT MAIL OR DELIVER APPLICATIONS

Thank you for attending the 'CACFP Renewal Summit'. You will now select a link below to access the CACFP Renewal Application Checklist. The Renewal Application Checklist and all required documents are to be submitted by email to cacfp@azed.gov prior to submitting the CNP Web Online Site and Sponsor Applications.

The Renewal Application Checklist contains pdf fillable forms. When the blue hyperlinks are selected they will open the forms. As you complete the fillable forms and complete all of the other required items on the checklist, you will check off each item that you are going to email to cacfp@azed.gov. Please ensure that all of the electronic signatures on the forms are submitted by an authorized signer listed on your CACFP Permanent Agreement.

Once you have completed the entire Application and Management Plan, you will email the signed checklist and all required documents to the email above. To avoid delay in the processing of your application, please name and number all attachments with the same name and number listed on the checklist. It must be sent as email attachments in Word documents, Excel document, or pdf documents. If you do not have adobe reader, you may download it for free at <https://get.adobe.com/reader/> to save your documents in a pdf format prior to sending them by email. You must also include the name of the organization in the subject line of the email or your documents will not be identifiable. Please retain your FY2017 Renewal Application and all applicable documents on site for CACFP reviews.

Hot Topics

Event Registration

Financial Info

FAQ

Civil Rights

Contact Us

Click for a list of ALL programs

Once the application packet has been approved, you will be contacted to submit your online CNP Web Site and Sponsor Applications. Once approved, the CNP Web Program will send you an automated confirmation email. You are only eligible to claim meals after your online application is approved.

Center staff needing assistance with completion of the application should refer to the Center Application Training Modules for New Sponsors located on our website at:

1. How to Complete the CACFP Application and Management Plan – Introduction
2. How to Complete the CACFP Application and Management Plan – Pages 1-6
3. How to Complete the CACFP Application and Management Plan – Pages 7-12
4. How to Complete the CACFP Application and Management Plan – Conclusion
5. CNP Web Online Training

Renewal Application Checklist – Center Sponsor Checklist

- Center Application Checklist
- At-Risk Program Application Checklist

Application Email Submission

- Center sponsors must email applications to CACFP@azed.gov no later than October 1, 2016

Training Certificate – Attendance will be verified.



This institution is an equal opportunity provider.

Application Checklist

Child and Adult Care Food Program
FY2017 Renewal Application Checklist
 For Center Sponsors

The documents listed below must be sent to the email address CACFP@azed.gov to apply for participation in the FY17 CACFP. The blue hyperlinks below provide you access to pdf fillable forms when selected. **Please name and number all of your documents to match the name and number listed below and include them as email attachments.** Ensure that you have selected either yes or N/A on the checklist to indicate whether the item is included in our application. **You must include the name of the organization in the subject line of the email or your documents will not be identifiable.** You may be required to send several separate emails with attachments due to reaching the maximum size allowable.

ITEM INCLUDED?			DOCUMENTS REQUIRED
#	YES	N/A	
1.	<input type="checkbox"/>	<input type="checkbox"/>	This signed Renewal Application Checklist (select yes or N/A for each item on the list)
2.	<input type="checkbox"/>	<input type="checkbox"/>	Financial Administrative Form for Sponsoring Organizations (completed and signed)
3.	<input type="checkbox"/>	<input type="checkbox"/>	2017 Renewal Training Certificate
4.	<input type="checkbox"/>	<input type="checkbox"/>	Organizational Chart
5.	<input type="checkbox"/>	<input type="checkbox"/>	Outside Employment Policy
6.	<input type="checkbox"/>	<input type="checkbox"/>	Current DHS or Alternate License (or proof that license renewal is being processed)
7.	<input type="checkbox"/>	<input type="checkbox"/>	Procurement Standards (completed and signed)
8.	<input type="checkbox"/>	<input type="checkbox"/>	Civil Rights Pre-Award Compliance (completed and signed)
9.	<input type="checkbox"/>	<input type="checkbox"/>	Civil Rights Data Collection (completed and signed)
10.	<input type="checkbox"/>	<input type="checkbox"/>	Management Plan (completed and signed)
11.	<input type="checkbox"/>	<input type="checkbox"/>	Agenda from FY16 Annual Staff Training (with required topics in Mgt. Plan, Page 3, #5.)
12.	<input type="checkbox"/>	<input type="checkbox"/>	Agenda from FY16 Civil Rights Training (with required topics in Mgt. Plan - Page 3, #5.)
13.	<input type="checkbox"/>	<input type="checkbox"/>	Sign-in Sheets from FY16 CACFP Annual Staff Training - you conducted last year ("")
14.	<input type="checkbox"/>	<input type="checkbox"/>	Sign-in Sheets from FY16 CACFP Civil Rights Training - you conducted last year ("")
15.	<input type="checkbox"/>	<input type="checkbox"/>	Description of Materials used for FY16 Annual Staff Training (websites/links, manuals, etc.)
16.	<input type="checkbox"/>	<input type="checkbox"/>	Description of Materials used for FY16 Civil Rights Training (websites/links, manuals, etc.)
17.	<input type="checkbox"/>	<input type="checkbox"/>	Additional monitoring schedule pages (from Mgt. Plan, Page 3, #6.) *
18.	<input type="checkbox"/>	<input type="checkbox"/>	Sponsors with 25 or > facilities, policy addressing monitoring Full Time Equivalents *
19.	<input type="checkbox"/>	<input type="checkbox"/>	Notification of unannounced reviews to Multi-sites or Multi-centers 7 CFR 226.16(d)(4)(vi) *
20.	<input type="checkbox"/>	<input type="checkbox"/>	Expenses that require disclosure (from Mgt. Plan, Page 4, #8.) *
21.	<input type="checkbox"/>	<input type="checkbox"/>	Subcontracts for bookkeeping, data processing, etc. (from Mgt. Plan, Page 4, #9.) *
22.	<input type="checkbox"/>	<input type="checkbox"/>	Food Service Vendor Contract-if using caterer/school district for food service (page 4, #9.)
23.	<input type="checkbox"/>	<input type="checkbox"/>	If Non-profit provide Board of Directors with addresses *
24.	<input type="checkbox"/>	<input type="checkbox"/>	If Non-profit provide proof of tax exemption *
25.	<input type="checkbox"/>	<input type="checkbox"/>	At-risk Meal Programs provide school area eligibility *
26.	<input type="checkbox"/>	<input type="checkbox"/>	At-risk Meal Programs provide enrichment activity schedules or calendar *
27.	<input type="checkbox"/>	<input type="checkbox"/>	Rental Lease or Depreciation Schedule if owned (in Mgt. Plan, Page 8, #5. Page 9, #5.) *
28.	<input type="checkbox"/>	<input type="checkbox"/>	Costs for Unaffiliated Centers (in Mgt. Plan, Page 10, #9.) *

Blue text
 indicates a
 Hyperlink to
 the fillable
 form



Child and Adult Care Food Program
FY2017 Renewal Application Checklist
 For Center Sponsors

*= If applicable

Once your renewal application has been approved, you will be notified to update and submit your online applications (both site and sponsor) in the CNP Web System. Remember, you must submit the site application(s) first, followed by the sponsor application.

_____ and
 (Name of Sponsoring Organization)
 _____ do hereby acknowledge
 (Name of Designated Official Authorized on the CACFP Permanent Agreement)

that the documents listed above must be sent by email to CACFP@azed.gov to apply for participation in the FY17 CACFP. I also understand that all CACFP documentation must be maintained on-site for the current fiscal year, and that all CACFP Records must be maintained for five years. I have selected each of the following hyperlinks [Procedures for Complaints of Discrimination](#), [Purchasing & Procurement Standards](#), [Administrative Review Procedures](#) to review these documents.

_____ Furthermore, my signature indicates
 (Signature of Designated Official Authorized on the CACFP Permanent Agreement)

that I have read and understand each of these documents.

DO NOT MAIL/DELIVER APPLICATIONS!

You must include the organization name in the subject line of the email or your documents will not be identifiable.

Sample Email Format

Erica's Childcare Center - FY 2017 Renewal - Message (HTML)

File Message Insert Options Format Text Review Developer

Cut Copy Paste Format Painter Clipboard

Freestyle Scri 11 Basic Text

Address Book Names Check Names Attach File Attach Item Include Signature Assign Policy Tags Follow Up High Importance Low Importance Zoom

To... cacfp@azed.gov

Cc...

Send

Subject: Erica's Childcare Center - FY 2017 Renewal

Attached: 7. Procurement Standards.pdf (57 KB); 9. Civil Rights Data Collection.xlsx (15 KB)

Hi

Attached you will find documents for the renewal application.

Erica Sanford - MPH, CHES

Education Program Specialist - CACFP/SFSP
Health & Nutrition Services
Arizona Department of Education
Phone: (602) 542-8723
Fax: (602) 542-3818

Approval Card

Important Application Information!

Use the web address below to access the 2017
CACFP Application Instructions and Forms.

<http://www.azed.gov/health-nutrition/cacfp/2017-cacfp-renewal/>



DON'T LEAVE WITHOUT IT!

Application Process

REVIEW:

- Complete checklist
- Complete all applicable documents
- Most documents will be submitted via the CACFP inbox CACFP@azed.gov
- Any documents needing an original signature will need to be mailed, i.e. Permanent Agreement with new signers
- Please do not post your application on the CNP Web until your ADE Specialist calls or emails you. Once approved on the CNP Web, you may submit FY 2017 claims

Application Process

- Within 30 days of receipt of a complete CACFP application, ADE will notify applicant of approval or disapproval.
- If the application is incomplete, ADE will notify the applicant within 15 days and provide technical assistance to help with the application process.
- Sponsors must be certain that their application has been approved before submitting any FY 2017 claims.



Program Information

Test your
knowledge

True



False

You can use a site review from SFSP to satisfy the CACFP review requirements.



True

If you have a site on SFSP and CACFP, you can follow the CACFP monitoring schedule year-round. Two reviews will occur during the school year and one during summer. The summer review must include a review of the meal service and be unannounced. The other two reviews will occur during the school year- one must review a meal service and one must be unannounced. No more than 6 months can elapse between reviews.

If your administrative costs exceed 15% of your total CACFP reimbursement, ADE can assess corrective action and impose fiscal action.



True

ADE can assess corrective action as well as impose fiscal action. Administrative cost must be under 15%

My site is not area eligible, but 50% of the children are eligible for free/reduced price meals. I am eligible for at-risk meals.



False

Unless you are an emergency shelter, programs must be located in the attendance area of a public school where at least 50% of the kids are f/rp eligible.

50 percent of your CACFP reimbursement must be spent on food and supplies.



False

50% of your CACFP reimbursement must be spent on food alone.

The child care center building I own pays rent to another company I own. I do not need to disclose this on my application and management plan.



False

This is considered a less-than-arms-length transaction and must be disclosed.

Different afterschool clubs at the school can eat separately.



True

Different clubs can eat in different locations on school grounds. For example, band members can eat in the band room while the football team eats outside.

My local health department does not require food handler cards, therefore, the teachers that serve the meals and supervise the meal service do not need to have one.



False

CACFP requires that every staff member involved with the food service operation have a current food handler card.

Sponsor reviews are important and allow one to ensure all areas are in compliance.



True

Reviews must assess if previous problems were corrected;

Include a 5 day rec; and

Assess compliance with:

- The meal pattern

- Licensing/approval

- Attendance at training

- Meal Counts

- Menu/meal records

If I use offer vs. serve for SFSP, I can use
offer vs. serve for CACFP.



False

SFSP operations have nothing to do with CACFP operations in this case.

Only schools can opt to use offer vs. serve and must follow the same requirements relating to OvS that apply to NSLP.

I serve family style meals. The amount of milk in the one small pitchers I use, holds less than the amount required for all the children at the table. The children can always have more if they ask for more.



False

The correct portion sizes for the number of participating children at the meal must be placed on the table at the beginning of the meal service.

Milk that is provided during family style meal service that is not consumed may be saved for another meal.



False

A center cannot receive reimbursement for a component twice. The milk that was previously measured out to meet the meal pattern requirement for the number of participants cannot be retained for future use.

I have been participating on CACFP for 6 years.
Menu Production Records were previously
waived. Just recently, I decided to have a food
service vendor provide the meals to my center.
I am not required to maintain Menu Production
Records since they were previously waived.



False

Menu Production Records are required when contracting with a Food Service Vendor, and cannot be waived.

I participate in the Summer Food Program. I qualify using census data since school data does not qualify me. I can apply to participate on the At-Risk program using census data.



False

You can only use school data to qualify for the At-Risk Program. Census data cannot be used to qualify.

An entrée must have at least $\frac{1}{4}$ ounce of meat/meat alternate per serving to count toward the meat/meat alternate requirement.



True

To credit toward the meal pattern, any dish served must contain at least $\frac{1}{4}$ ounce of a meat/meat alternate per serving.

A smoothie made with fruit and yogurt can meet both the fruit and meat / meat alternate component.



True

This changed last July. Yogurt can now be used to meet the meal pattern as a meat/meat alternate for snack and supper when used in a smoothie.

The first ingredient in a cereal is listed as “flour”. This cereal is not creditable.



True

The flour must be listed as enriched, fortified, or whole grain to be creditable.

Special dietary statements are valid for one year.



False

FNS has not set requirement regarding how long statements are valid once obtained.

An emergency shelter receives donated food and is using them in their menus. This is allowable.



True

The shelter must document the donation by recording the items received by date and the amount.

Arizona Department of Education has 45 days to pay a centers claim for reimbursement once it is received.



True

Once a complete claim is submitted, ADE has 45 days to pay the claim.

Water is required to be available throughout the day, therefore it is a reimbursable expense.



False

Regulations require that water is available. Regulations do not require the water to be purchased therefore it is not a reimbursable expense.

A Request for Proposal is required for all contracts that meet or exceed a \$150,000 threshold.



True

A formal bid process is required for any contract of \$150,000 or above.

A center has maintained the Civil Rights training material and the sign in sheets for that training. This meets the yearly training requirement.



False

Sponsors must provide annual training sessions for key staff from all sponsored facilities on the following areas: recordkeeping, meal pattern requirements, meal count documentation, review requirements, claims submission, reimbursement system, as well as the civil rights.

A center went through a Request For Proposal process last year for their catering contract. This year they have an option to renew that contract.



True

The RFP is for one year with the option to renew for four years. At the end of five years a new RFP would be required.

An owner claims administrative hours.
During the review, no payroll records are
available to support the claim. The hours are
still claimable.



False

All claimable hours must have payroll records to document the hourly wages.

A specialist arrives at your center to conduct a review. Your staff is not able to provide the specialist with the required documents to start the review. This could lead to a serious deficiency.



True

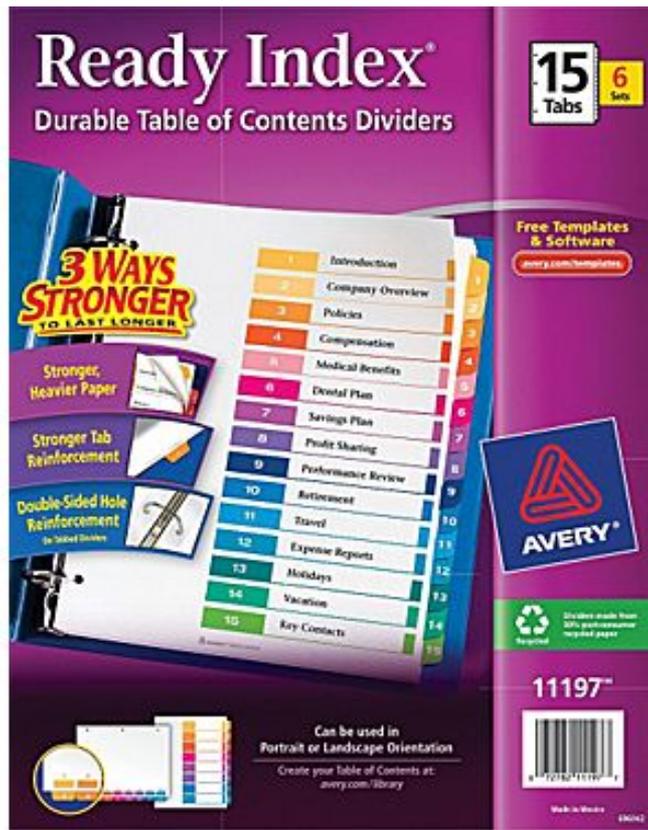
You must have an up to date Records Maintenance Policy that will assist your staff to provide the required documents for review . Make sure all your staff are aware of the policy.

BEST

PrACTice

Best Practices/Share Your Tips

★★ Kids R' Our Future - Great Job! ★★



15 Tab CACFP Binder with:

- 1 Management Plan
- 2 Procurement Standards/Guidelines
- 3 Organizational Chart
- 4 Renewal Training Certificate
- 5 Civil Rights Pre-Award & Data Collection Forms
- 6 DHS License
- 7 Food Handler Cards
- 8 Food Safety Manager Card
- 9 Food Svc Vendor Contract and Payments to Vendor
- 10 CACFP Annual Staff Training & Civil Rights Training
(Attendance roster, agenda/materials)
- 11 CACFP Policies and Procedures
- 12 Administrative Review Procedures
- 13 Procedure for Complaints of Discrimination
- 14 Permanent Agreement
- 15 DES Childcare Provider Agreement



What are you serving to make snacks healthy when faced with issues such as either no cooking or refrigeration available?



Meal Components

Your Menu Production Records have been waived. What are you doing to make sure that you are buying/using/providing the required component at each meal for each participating child?



What are you doing to make sure that you spend 50% of your CACFP reimbursement on food?



Milk Reconciliation

What are you doing to ensure that you purchase enough milk for the number of meals claimed that **require or contain** milk as a part of the meal?



How do you make sure that Staff's Food handler's cards are always up to date and that new staff meet this requirement?